



# Non-Merit Job Vacancy Announcement

## **ADMINISTRATIVE SECTION SUPERVISOR**

<b>Pay Grade:</b>	15	<b>Position Type:</b>	Full Time
<b>Salary or Range:</b>	\$3,230.84 - \$4,280.10 monthly	<b>Work Schedule:</b>	Mon - Fri
<b>FLSA Designation:</b>	Exempt	<b>Work Week:</b>	37.5 Hours

**Agency:** Department Of Military Affairs - Kentucky Logistics Operation Center Division  
**Work Address:** 5751 Briar Hill Road, Lexington Kentucky 40516  
**Work County:** Fayette

### **AGENCY COMMENTS:**

This position is an Unclassified, Non-Merit, Non-Chapter position under KRS 36.040(1)(r ).

### **DESCRIPTION OF JOB DUTIES:**

Provides direct supervision over all employees within a section that prepares, conducts and maintain complex records for sections performing pulling, packing, shipping and sewing at KyLOC. Plans, organizes and verifies the work of employees in performing various jobs as pulling, packing, shipping and sewing functions to ensure efficient operations within the section. Responsible for the preparation, review and accuracy of reports on stock levels, maintains accurate records of stock, equipment usage, reviews items quality to ensure the accuracy of work being performed in the section. Responsible for the preparation, review, accuracy of informational briefings concerning items stocked within the section for use with the deployment of soldiers to be presented to outside agencies and organizations. Requests employee to work overtime when necessary; approves leave according to division policies and procedures; counsels employees on work related problems; gives oral and written reprimands; recommends disciplinary action when necessary. Provides training and recommends employees for specilized training as needed, responsible for the development and writing of standard operating procedures (SOP) for assigned section; assist in documentation necessary for employee's travel requests for training. Performs other duties as assigned.

### **MINIMUM REQUIREMENTS:**

#### **EDUCATION:**

Graduate of a college or university with a bachelor's degree.

#### **EXPERIENCE:**

Must have four years of professional administrative experience.

Substitute EDUCATION for EXPERIENCE:

A master's degree in public or business administration or a related field will substitute for one year of the required experience.

Substitute EXPERIENCE for EDUCATION:

Additional administrative or research experience will substitute for the required education on a year-for-year basis.

**SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

NONE

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

**BENEFITS:** *Benefits are based on the position type (full-time versus part-time) and can be viewed on the Benefits Schedule within the [Employee Handbook](#).*

**HOW TO APPLY / APPLICATION PROCESS:**

**(DEADLINE: 6/13/2016 )**

[Posted on: 6/3/2016 ]

Applicants must create a state application by clicking on the COS Website listed below. Once your application has been created, please email your state application to Teresa Lee before the closing date listed on the job announcement.

\*\*\*\*Applicants will NOT apply online through the COS website.

COS Website

<https://sjobs.brassring.com/TGWebHost/home.aspx?partnerid=20101&siteid=5031>

**Contact Name:** Teresa Lee

**Contact Method:** 502-607-1237 or  
teresa.r.lee2.nfg@mail.mil

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